

CPA Firm Change of Address Form

Board of Accountancy Washington State



Mail to: Washington State Board of Accountancy
PO Box 9131, Olympia, WA 98507-9131
(360) 586-4157 - www.cpaboard.wa.gov - Fax (360) 664-9190

To insure the integrity of the agency's data regarding your firm license, and in compliance with Board rules [WAC 4-25-550] you must provide your address change notification and notification of the opening, relocation, or closing of the main office or branch offices in writing.

Unfortunately, we are unable to accept email notification of address changes. (To change the address for your individual license, you must file an [Individual Change of Address Form](#)).

To provide notification of change of address of the **main office**, complete the information below, print the completed form, **sign** and return to the Board at the address indicated:

CPA FIRM MAIN OFFICE CHANGE OF ADDRESS FORM	
Firm Name:	
Firm License #:	
Signature:	
New Firm Address:	
City/State/Zip Code/Country	
Phone #:	

To provide notification of the opening, relocation or closure of a **branch office**, complete the information below, print the completed form, **sign** and return to the Board at the address indicated above:

CPA FIRM BRANCH OFFICE INFORMATION	
(Check one)	<input type="checkbox"/> Branch opening <input type="checkbox"/> Branch relocation <input type="checkbox"/> Branch closure
Firm Name:	
Firm License #:	
Signature:	
Branch Address:	
City/State/Zip Code/Country	
Phone #:	

We cannot process this form without your signature. **Please remember to sign above.** If you have questions, contact Bridgitt Butcher, CPA, Firm Licensing Manager at (360) 586-4157 or bridgittb@cpaboard.wa.gov.

Please be advised: The Washington State Board of Accountancy is required to comply with the Public Disclosure Act, Chapter 42.17 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the board, including personal information, may ultimately be subject to disclosure as a public record.